

58-1061

20 MAR 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Multiple Incumbency of Positions

1. This memorandum is for your information.
2. The attached internal Office of Personnel instruction formalizes guidelines for assigning more than one individual to a given position on a temporary basis. This procedure permits needed flexibility, within authorized personnel ceilings, to facilitate recruitment, entrance on duty, and some reassignments of personnel.
3. In brief, the "multiple incumbent" technique will be available for the following situations:
 - a. To provide a position for an individual in process for employment.
 - b. To provide for a period of overlap, for training or processing of an employee who is being reassigned, either at headquarters or overseas, or for training the replacement for an employee who is being reassigned or is leaving the Agency.
 - c. To provide for temporary replacement of an employee absent on extended leave or detailed to another department or agency.
 - d. To provide positions for "summer-only" employees.
4. This procedure is an adaptation of previous special arrangements for accommodating the requirements of offices under the Deputy Director (Plans) and (Intelligence) and the Office of Communications. Its use is limited to cases in which the individuals concerned are qualified for the position in question, in which the position is of a group type, and in which the assignment will not exceed the ceiling allotted to the Deputy Director concerned.

Harrison G. Reynolds
Director of Personnel

Attachment

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ORIGINAL DOCUMENT MISSING PAGE(S):

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